



TIVERTON POLICE DEPARTMENT

SUBJECT: Overnight Issuance of Vehicles	GENERAL ORDER NO. 210.60
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PER ORDER OF: <i>Thomas Blakey</i> Thomas Blakey, Chief of Police	EFFECTIVE DATE: 09/23/2014
	REVISED DATE: 09/23/2014
	REVIEW DATE: 09/23/2017
CALEA:	
RIPAC:	

NOTE: This written directive is for the internal governance of the Tiverton Police Department, and is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

INDEX WORDS: Vehicles, overnight issuance of

I. POLICY:

It is the policy of the Tiverton Police Department to issue "take-home" vehicles for overnight use by certain key personnel from time to time. Such issuance is for the convenience of the Town, and therefore subject to guidelines to ensure that abuse does not occur.

II. PURPOSE:

The purpose of this written directive is to set forth the limitations and requirements for the overnight assignment and use of departmental motor vehicles.

III. DISCUSSION:

A. Reasons for Assignment

It is in the best interest of the Police Department that the Chief of Police and other key personnel be available for rapid response to police headquarters or to set up a command post at the scene of a major emergency on a 24-hour a day basis. To facilitate such a response, the department shall from time to time allow certain employees as designated by the Chief to take home agency vehicles and utilize

them to commute from home to headquarters and return, as well as to use them for other official purposes.

B. Limitations

The overnight assignment of a Town-owned vehicle is strictly for the convenience of the Department and is in no way a perquisite of a particular rank nor a fringe benefit or entitlement of a particular job. The Department reserves the right to curtail this practice at any time, based on budgetary or cost considerations, the unavailability of a vehicle, changes in conditions or assignments that obviate the necessity for such assignments, or for disciplinary reasons or violations of this policy.

C. Authorization

Officers must receive prior authorization from the Chief of Police or a Division Commander (Patrol Division Commander, Detective Division Commander) prior to any overnight assignment of Town-owned vehicles.

IV. PROCEDURE:

A. Service Obligations

Any officer to whom a vehicle is issued for overnight assignment shall be responsible for the cleanliness of the interior and exterior of the vehicle and to ensure that the vehicle receives the necessary routine maintenance and is kept in good condition. Any damage shall be reported promptly, through the chain of command, to the Chief of Police. The fuel tank shall be topped off whenever the fuel level drops at or below a half-tank.

B. Radio Communications

Officers using such vehicles shall sign on and off with Dispatch whenever using the vehicle, and shall notify Dispatch whenever leaving or entering the town limits.

1. An exception to the above notification shall be instances where, with the Chief's knowledge, an officer is on a confidential assignment or wishes to inspect activity on a shift.

C. Personal Use Prohibited

Officers who are permitted the overnight use of Town-owned motor vehicles shall not use the vehicles for personal business or pleasure purposes, except that the Chief of Police can from time to time grant a temporary exception to this policy.

This policy is intended to be interpreted in a common-sense fashion to effectuate its purposes to eliminate abuse but not be unreasonably restrictive.

D. Examples for Guidance

The following examples of permissible and non-permissible uses of Town-owned police vehicles are not intended to be all-inclusive, but simply to furnish guidance:

1. Commuting between police headquarters and the officer's personal residence and back or to a temporary seasonal residence not more than twenty five (25) minutes normal commuting time from headquarters is permissible.
2. A brief stop for a minor personal errand such as lunch, a haircut, a visit to a local doctor or dentist, pick up of uniform cleaning, mail at the Post Office, the daily newspaper, bread or milk on the way home from work would not violate this policy.
3. With the Chief's prior permission, to a meeting or conference of a bona-fide law enforcement organization to which spouses or significant others are invited would not violate this policy.
4. Use of the vehicle to transport the officer's children to school, family members to work, trips to entertainment events, social visits, vacation trips, etc., are strictly prohibited.
5. Use of the vehicle for shopping (other than the limited personal errands described in paragraph 2 above) or to conduct other personal business or for commercial purposes is strictly prohibited.
6. Town-owned police vehicles shall not be used to pick up liquor or alcoholic beverages nor to visit drinking establishments or gambling casinos on other than official business. Town-owned vehicles shall not be driven by any officer with the odor of alcoholic beverages on his or her breath, has recently consumed an alcoholic beverage prior to operating the vehicle or while he/she is impaired to any degree by the consumption of liquor or drugs.